

**Science & Technology Base
University Programs**

**Student/Mentor
*Handbook 1998***

Introduction

Welcome to the Science and Technology Base/University Programs FY-1998 Student Program Year! Our staff will be accessible to you in order to ensure your success, whether you are a mentor or a student at Los Alamos National Laboratory. Please use this handbook as a tool to help you achieve that success.

Once you have read the handbook, please be sure to fill out the questionnaire.

University Programs Staff Directory

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Mentoring Thoughts

Summary

The University Programs staff views internships in our various programs as more than simply student internships. Our program will include participation in seminars, writing abstracts and final papers, and oral and poster presentations. We will attempt to minimize any disruptions that our program may cause your work; however, you will be expected to guide your intern through participation in program requirements. We will provide you with a schedule of events throughout the summer and we will make every effort not to deviate from our schedule.

Training Ideas

A good mentor

- Offers advice and guidance on academic matters
- Becomes a confidence booster for the protégé
- Provides opportunities to broaden the protégé's horizon
- Assists the protégé in finding LANL resources
- Assists the protégé in becoming a legitimate member of the team

For Best Results...

- Set objectives
- Create timelines
- Schedule weekly or bi-weekly meetings
- Monitor protégé
- Evaluate protégé
- Report feedback to University Programs

Connect Students with the Nature of Science While Providing Opportunities to...

- Experience academic success
- Learn scientific research skills
- Develop professional skills, such as teamwork, time management, follow-through, work ethic, project planning, and implementation

Mentoring is a strategy for nurturing and developing the academic talents of students. In addition, mentoring can serve as a vehicle to...

- Acquaint students with the rigors and challenges of their discipline
- Retain students in their disciplines while enhancing their academic talents
- Offer support and encouragement where the environment might otherwise be "chilly"
- Address the informational needs of students

Mentors should...

- Realize protégés have potential for academic success
- Direction in course choices and plans
- Communicate with the protégé in an open and honest manner
- Counsel and direct the protégé's research
- Give sound, constructive and critical reviews of the protégé's work, free from judgmental bias
- Hold the protégé to high standards of academic output
- Be an advocate for the protégé as progress is made toward completion of degrees
- Introduce the protégé to opportunities and options for further study
- Help sponsor and promote the protégé into the profession

Mentors should also...

- Be knowledgeable on current research topics in the field
- Understand office politics
- Be available
- Be willing to work with protégés
- Be able to inspire and motivate protégés
- Be committed to protégés

Remember to make it clear that the protégé is a welcome member of the team. Establish expectations and progress review criteria early on. Structure the internship so the protégé has a “real” project! And...take time to get to know the protégé. Be willing to deal with issues and problems that confront the protégé.

A Mentor's Checklist

- ✓ Assist protégé with time management
- ✓ Assist protégé with setting work goals
- ✓ Assist protégé with problem solving
- ✓ Assist protégé with the transition into the workplace
- ✓ Assist protégé with assessing performance
- ✓ Assist protégé in communication with supervisors
- ✓ Assist protégé with managing projects
- ✓ Assist protégé with developing a work schedule
- ✓ Assist protégé with networking
- ✓ Assist protégé with accessing resources
- ✓ Assist protégé with understanding organizational values

Student Expectations and Responsibilities

As an intern, you should always take pride in your work. Your summer at Los Alamos is not just a “job”, but an exciting research opportunity! Your level of enrichment will depend upon whether or not you put forth your best effort.

In order to facilitate the planning of your internship activities, we will provide you and your mentor with a schedule of University Programs activities and timelines.

You will find your Los Alamos National Laboratory Student Contract at the end of this handbook. Once you have completed the on-line orientation, you will need to complete the contract. The completion of this contract will set the groundwork for your intern experience at Los Alamos.

Your assignments during your internship will be of value to you academically as well as later on in your professional career. The University Programs staff will do their best to allow you every opportunity to learn and experience the scientific process in a laboratory or research environment.

Your work at Los Alamos can be challenging and exciting! As professionals, you are expected to begin work on time. If a situation comes up and you cannot be at your work site on time, please contact your mentor as soon as possible.

If you experience problems at work, contact your mentor first. If there are communication problems between you and your mentor, contact the University Programs office. Problems or questions concerning your abstract, research paper, oral or poster presentation should be directed to Hallie at the University Programs office.

You should also feel comfortable in contacting your Program Administrator at any time for any reason. Our Program Administrators have an open door policy and are happy to meet with you to discuss problems or questions you might have.

Student Responsibility Tips

A Student Should...

- Be willing to enter into a mentoring alliance
- Share with their mentor his or her needs and expectations
- Develop a plan for accomplishing goals
- Listen to advice and suggestions and respond appropriately
- Ask for and accept mentor's help in solving problems
- Show appreciation for mentor's time and support
- Be eager to learn and remain open to new ideas
- Take initiative and show resourcefulness by learning from each situation
- Maintain a positive attitude

Students...Policies, Procedures and Resources

For all policies and procedures pertaining to housing, student conduct, as well as information concerning student associations, please refer to the following website:

<http://www.hr.lanl.gov/html/specprog/>

Helpful Resources

JCI Taxi Service, 667-TAXI(8294)

Housing, 667-1726

UNM/LA Housing, 662-5919

Payroll, 667-4595

New Hires, 667-8622

1998 Summer Calendar

Task Delegation Worksheet

Mentor:_____

Student:_____

Desired Results (Focus on outcomes, not methods. Specify quantity and quality of results. Discuss budget and schedule or time-lines.)

Resources (Identify financial, technical or organizational resources that are available to attain desired results.)

Guidelines (Standard Operating Procedures or Manuals that may be useful. Identify any prohibited methods at the onset of work.)_____

Accountability (Develop a progress report schedule. Note standards for performance evaluation and evaluating results of research.)

Consequences (This may be stated in terms of rewards such as recognition, appreciation, or new opportunities. Remember they are not always negative, but the consequence for poor performance should not be overlooked.)

**Science and Technology Base
University Programs
Undergraduate Student Contract**

[illegible]

Student Signature:	Date:
Mentor Signature:	Date:

**Science and Technology Base
University Programs
FY-1998 Student Internship Contract**

I, _____, understand that as a University Programs student, I am obligated to fulfill certain requirements of the program, in addition to work associated with my mentor, during my internship at Los Alamos National Laboratory.

As a participant, I must attend a University Programs orientation (as well as complete this on-line orientation process) during my first week of employment at Los Alamos National Laboratory.

Prior to leaving the Laboratory, I will submit an abstract and a technical paper on work performed during my internship. The abstract must be delivered/submitted to the University Programs office at Canyon Complex (TA-00, Bldg. 199, Room 157) no later than Friday, July 17, 1998. The technical paper must be submitted to the University Programs office no later than Monday, August 3, 1998. In addition, I am aware that several students will be selected to make an oral presentation on the contents of their technical paper, and I will make myself available if I am selected. I will also complete a program evaluation upon the completion of my internship term.

I also understand that the completion of the above mentioned requirements will be vital to my re-hire in the future under the University Programs organization, or as a permanent employee at Los Alamos National Laboratory.

Student Signature:
Date: